

**FLEET EQUIPMENT COORDINATOR**

**DISTINGUISHING FEATURES**

The fundamental reason the Fleet Equipment Coordinator position exists is to coordinate and plan equipment parts purchasing, repair and maintenance in the Fleet Management Division of the Municipal Services Department. This position has supervisory responsibility for staff on their assigned shift. This classification does supervise. This position reports directly to the Fleet Management Director.

**ESSENTIAL FUNCTIONS**

Observes, reviews and checks the work of staff members to ensure conformance to standards.

Assists in updating, formulating and verifying new or existing vehicle and vendor bid specifications. Analyzes vehicle purchase requests.

Explain tasks and assists in diagnosing and solving difficult problems. Evaluates work progress and ensure safe work procedures.

Receives and inspects automotive equipment and tools. Inspects new equipment for damages or specifications discrepancies. Oversees the get-ready and information checklist.

Initiates and coordinates the out-of-service process. Oversees equipment removal. Prepares equipment for auction and maintains an auction list.

Oversees outside labor repairs, recalls, warranty claims, and related paperwork. Analyzes fleet vehicle utilization.

Monitors vehicle ready status, vehicle abuse, and vehicle repairs. Investigates misuse and abuse of equipment and unreasonable parts ordering requests.

Plans and organizes equipment maintenance, repair and servicing. Identifies characteristics and maintenance needs of diverse automotive and mechanical equipment.

Represents the interests of the City in dealing with outside vendors, contractors, and warrantors.

Analyzes, evaluates and modifies operating methods and procedures.

Conducts performance reviews, hiring, training, safety procedures and policies, and disciplinary actions.

Attendance and punctuality are essential functions of this position.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills and Abilities**

Knowledge of:

The maintenance and repair of heavy equipment, trucks, automobiles, and gasoline and diesel powered engine; and knowledge of supervisory practices and techniques.

Ability to:

Works days, nights, or weekend shifts and/or an alternative work schedules as required

Operates a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm or hand movement.

Develops and presents clear, concise reports, both orally and in writing.

Establishes and maintains effective working relationships with co-workers, supervisors, and other City employees.

Observe, review and check the work of staff members to ensure conformance to standards.

Enter data or information into a terminal, PC or other keyboard device.

Establish and maintain effective working relationships with co-workers, management and the general public.

Support City Council and top management decisions.

**Education & Experience:**

Any combination of training, education and experience equivalent to five years of recent experience in automotive and heavy equipment/parts management, including two years experience as a supervisor.

Must possess a valid AZ driver's license with nNo major driving citations in the last 39 months for all driving positions.

Must posses a current ASE Mechanic certification.

**FLSA STATUS:**

Exempt

**HR Ordinance Status:** Unclassified